

INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
BAKU



No. 15-19	Public Affairs Section Intern	Date: 04/27/2015
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- OPEN TO:** All Azerbaijani Students
- POSITION:** Intern
- OPENING DATE:** April 27, 2015
- CLOSING DATE:** May 11, 2015
- WORK HOURS:** Part time; 20-30 hours/week
- LENGTH OF HIRE:** Six months
- IMPORTANT NOTICE:** This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION.

Note: All information and statement submitted for an internship vacancy are subject to verification. Any willful misstatement will result in elimination for internship consideration and if the individual is hired, subject to immediate termination irrespective of the length of internship.

The U.S. Embassy in Baku is seeking the individuals for Intern position in the Public Affairs Section. Multiple selections may be made from this announcement.

BASIC FUNCTION OF THE POSITION

The incumbent's primary duties are assisting with planning and implementing of cultural projects, assisting in organizing public outreach events, programs, and fairs as well as assisting with the application processes of all of the exchange programs. Other duties may include updating and maintaining the cultural contact database, translating, and researching and reporting on cultural news and events in timely manner.

Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3847.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Current undergraduate or graduate student study is required.
- 2. LANGUAGE:** Level III (Good working knowledge) speaking/reading/writing English, and Level IV (Fluent) Azerbaijani is required.
- 3. KNOWLEDGE/SKILLS:** Good knowledge of local cultural institutions groups and trends are required.

ADDITIONAL SELECTION CRITERIA:

1. Non-U.S. citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance
5. After selection, the student must receive security and medical clearance.

TO APPLY

1. Application for Foreign National Student Intern Program (available at U.S. Embassy Baku Internet page) or a current resume or curriculum vitae (in English) that provides the same information found on the Application for Foreign National Student Intern Program;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English) ;
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).

SUBMIT APPLICATION TO

Hard copies:
Human Resources Office
Address: 111 Azadlig Prospecty,
Baku AZ1007, Azerbaijan

Or electronic copies:

E-mail: BakuHRMailbox@state.gov

POINT OF CONTACT

HR Office

Telephone: 012 488-33-00

<http://azerbaijan.usembassy.gov>

CLOSING DATE FOR THIS POSITION: May 11, 2015.